

## **Trustees of the Trust Funds**

### **Town of Hollis Meeting Minutes**

June 18, 2019

Meeting convened at 10:00 AM in the Town Hall meeting room to review the town's trust funds. The three trustees were in attendance, Warren Coulter, Donald Brooks and Chris MacBean.

The capital reserve accounts maintained at NHPIDP were reviewed. The interest rate being obtained on these accounts is in line with current market conditions. Therefore, there was a unanimous vote to keep utilizing NHPIDP for these accounts, given their short-term objectives. The new trustee will receive website access to these accounts for oversight and management as needed.

The Wheeler Trust account was reviewed for informational purposes.

The investment policy statement (IPS) was reviewed for the two other long-term investments portfolios, The Town of Hollis Trust account and the Nichols sub-account. A change to the Nichols sub-account asset class ranges was proposed to match the Town of Hollis Trust account. This will be drafted into a new IPS and presented during the next meeting.

Tender offer for Lockheed Martin stock (LMT) was reviewed. The terms of the offer are not favorable based on the current market value of the stock. Trustees unanimously voted to decline the offer.

Several changes were proposed and approved by all trustees to the Town of Hollis Trust portfolio:

- Vanguard Mid Cap Index Fund (VIMSX) will be replaced with Vanguard Mid Cap ETF (VO). This is the same investment with a 0.13% cheaper expense ratio, providing direct savings to the town.
- Vanguard S&P 500 Index Fund (VFINX) will be replaced with Vanguard S&P 500 ETF (VOO). This is the same investment with a 0.11% cheaper expense ratio, providing direct savings to the town.
- American Funds New World C (NEWCX) will be replaced with a cheaper share class of the same investment American Funds New World F1 (NWFFX) with a 0.78% cheaper expense ratio, providing direct savings to the town.
- American Funds Short Term Bond Fund of America (ASBFX) will be replaced by a new investment BBH Limited Duration N (BBBMX) in the same asset class. The change is due to both performance and expense ratio of ASBFX.

Takeda Pharmaceutical stock (TAK) was discussed given the small exposure and historical performance. The position will be maintained for the time being and international exposure overall will be reviewed in the future.

One change was proposed and approved by all trustees to the Nichols sub-account portfolio:

- Oppenheimer Senior Floating Rate (OOSCX) will be replaced by a new investment Guggenheim Floating Rate (GIFIX) in the same asset class. The change is due to both performance and expense ratio of OOSCX.

The cash position in both accounts was determined to be sufficient and not warranting an adjustment. Also, given interest rates and the recent declines, continuation of the strategy to purchase mutual funds for fixed income exposure, rather than individual securities, was maintained due to low bond inventory.

The meeting adjourned around 11:10 AM with the next meeting scheduled for July 9, 2019 at 10:00 AM in the Hollis Town Hall. These draft meeting minutes will be reviewed at the next meeting.